

THE DENVER AREA MUSIC TEACHERS ASSOCIATION

BYLAWS

Article I – NAME

The name of this Organization shall be the Denver Area Music Teachers Association, affiliated with Music Teachers National Association, Inc., Cincinnati, Ohio, a Code Section 501c(3) Organization.

Article II – PURPOSES

The purposes of this Association are:
To promote excellence in the teaching of music by offering learning opportunities in pedagogy and the basic knowledge of music; to promote the appreciation and study of music; to provide opportunities for student and teacher performance; to provide opportunity for exchange of ideas and materials; and to foster fellowship among its members.

Article III – ACTIVITIES

Activities of this Association shall be monthly meetings with educational programs; master classes; student musicales and other performance and learning opportunities, as the Board of Directors shall determine.

Article IV - MEMBERSHIP

Section 1: All members must maintain membership in the Colorado State Music Teachers Association and the Music Teachers National Association.

Section 2: Membership

A. **Active Members:** Those actively engaged in the teaching of music.

- B. **Associate Members:** Anyone interested in supporting this organization, but not presently engaged in the teaching of music. Associate Members shall not hold office or have the right to vote.
- C. **Senior Members:** Members must be 70 years of age and have been an active member of DAMTA five years previous to application for senior status. The Senior Member will retain all rights and privileges of membership.
- D. **Student Members:** Student Membership shall be open to all full-time college students currently involved in music study. Student members shall be entitled to attend programs of the association upon payment of registration fee and to receive the Association newsletters and yearbook, but shall not have the right to vote or hold office.

Article V – LEADERSHIP

Section 1: Board of Directors

- A. The Board of Directors shall consist of the elected and appointed officers and the most immediate Past President still active.
- B. The Board of Directors shall be empowered to conduct the regular activities and administrative functions of the Association, and to plan for the future of the Association. The Board may act upon problems and expenses of a non-routine nature without prior approval of the general membership only when it is necessary to do so in the interim between regular general membership meetings.

- C. All vacancies in offices shall be filled by appointment by the Board, except the Office of President. A vacancy in the office of President shall be filled by the 1st Vice President.
- D. The Board shall meet prior to the September, January and April meetings and following the final meeting of the year, and at such other times as deemed advisable by the President.
- E. Seven members shall constitute a quorum.

Section 2: Executive Committee

- A. The Elected Officers plus the most immediate Past President who is still an active member shall constitute the Executive Committee.
- B. At the discretion of the President, the Executive Committee shall be empowered to act on behalf of the Board of Directors and/or general membership when necessary to do so, provided all members of the Executive Committee, when feasible to do so, have been notified of the meeting or have been polled as to their opinion by the President.
- C. Five members shall constitute a quorum.

Section 3: Qualifications for Officers

All officers shall be active members of the association and have been such for at least one year prior to election or appointment.

Section 4: Tenure

All officers shall serve a one-year term and may be re-elected or re-appointed.

Section 5: Responsibilities of Officers

Each officer shall be responsible for the duties and committees as listed in Article VI (*Duties & Committees*).

Section 6: Elected Officers

The following elected officers are voting members of the Board of Directors, the

Executive Committee and any committees they are responsible for:

- a. President
- b. 1st Vice-President
- c. 2nd Vice-President
- d. 3rd Vice-President
- e. 4th Vice-President
- f. Secretary
- g. Treasurer

Section 7: Immediate Past President

The most immediate past president, who is still an active member, is a voting member of the Board of Directors and the Executive Committee.

Section 8: Appointed Officers

The following officers are appointed by the President and are voting members of the Board of Directors and any committees they are responsible for:

- a. Examiner
- b. Historian
- c. Parliamentarian
- d. SPA Theory Chairperson

Article VI – DUTIES and COMMITTEES

Section 1

The various activities of the association are accomplished through **committees**. Each committee chairperson or person doing the task is appointed by the responsible officer (unless the officer wishes to personally assume that role or it is deemed by the Board of Directors as unnecessary to carry on that function during the ensuing year.) Committees may be combined or re-titled at the discretion of the President and the responsible officer.

Section 2

President's Duties & Committees

1. *Presides* at all General, Board of Director & Executive Committee meetings of the association.
2. Serves as the *DAMTA representative to CSMTA Advisory Council & MTNA*.
3. Responsible for the *overall planning* and coordination of the various activities of the association.
4. Is an ex-officio member of all committees except the Nominating committee.
5. *Appoints* the Examiner, the Historian and the Parliamentarian and SPA Theory Chairperson.

Section 3

1st VP's Duties & Committees

1. *Program & Master Class Committees* – planning and presenting the educational programs and master classes throughout the year.
2. *Assumes duties of president* in president's absence or for the unexpired term in the event of a vacancy occurring in the office of President.

Section 4

2nd VP's Duties & Committees

1. *Newsletter* – monthly publishing and distribution.
2. *Community Relations Committee*
 - a. Public Relations Subcommittee
 - b. Release Time / School Credit Subcommittee
3. *Assumes duties of president* in president's and 1st VP's absence.

Section 5

3rd VP's Duties & Committees

1. *Yearbook Committee* – annual publishing and distribution
 - a. *Commercial Ads* – solicited from music companies and published in the yearbook.
2. *Membership Committee*
 - a. Recruits of new members.
 - b. Keeps attendance roll at meetings.
 - c. Introduces and mentors new members.
 - d. Maintains membership records.
3. *Teacher/Student Referrals* – maintains list of teachers with openings and referring students to them.
4. *PREP* – organizes local study groups for CSMTA's annual PREP reading list.

Section 6

4th VP's Duties & Committees

1. *Student Musicales* – Planning and presenting throughout the year.
2. *Teacher and Artist Performances* – Planning and presenting throughout the year.
3. *Student Achievement Day* – Liason with SSMTA.
4. *Building Representative* – Reserving rooms for all DAMTA activities.

Section 7

Secretary's Duties & Committees

1. *Record minutes* of all General, Board of Director, and Executive Committee meetings.
2. In charge of all *correspondence*.
3. *Maintenance of central file system* containing all correspondence, documents & financial reports.
4. *Social Committee* – Refreshments at meetings and care of members.

Section 8

Treasurer's Duties & Committees

1. *Collects and pays* all dues, monies and bills.
2. *Maintains itemized account* of all transactions and paid members.
3. Presents a *Financial Statement* at each General Meeting.
4. If necessary, *files form 990* with the IRS each year by the required date.
5. Is *bonded* at the association's expense.
6. *Budget Committee* – prepares a budget for membership approval each year.
7. *Ways and Means Committee* – reviews requests for changes to the budget.
8. Custodian of the Certificate of *Incorporation*

Section 9

Examiner's Duties

The *Examiner* shall examine the books at the end of the fiscal year (June 30) and shall submit a report at the next general meeting. Said examination shall be for the purpose of inspecting the books of the Association to determine that they properly reflect receipts and disbursements as approved by the Board or general membership.

Section 10

Historian's Duties

The *Historian* shall keep a complete history of the Denver Area Music Teachers Association and its achievements. The past year's history shall be printed and offered to members at cost each year, and be forwarded to the Denver Public Library for attachment to their copies of the Association's past history.

Section 11

Parliamentarian's Duties

The *Parliamentarian* shall give parliamentary information when requested, in accord with Robert's Rules of Order, Newly Revised.

Article VII – MEETINGS

Section 1: The regular meeting of the Association shall be held on the second Wednesday of each month, September through May, unless otherwise voted by the Board of Directors.

Section 2: A quorum shall consist of 10% of the total general membership as of the September meeting.

Section 3: The date of the annual meeting will be designated by the Board of Directors. The order of business for this meeting shall be as follows:

- Call to order
- Reading of the Minutes
- Communications
- Financial Statement
- Budget Report
- Membership Report
- President's Report
- Other Reports as requested

Section 4: The Board of Directors will designate a date for the installation of officers.

Section 5: The Examiner's report will be given at the first general meeting following the end of the fiscal year (June 30).

Article VIII – ELECTIONS

Section 1: A nominating committee of three, which shall be named at the January meeting, shall be elected by the Board of Directors. No more than two members of this committee shall be current members of the Board of Directors.

Section 2: This committee will present a slate of officers at the February meeting. In the event the nominating committee is unable to secure nominees who fulfill the provision of Article V, Section 2B, that requirement may be waived by a majority vote of the membership present and voting at the regular February meeting. Persons not fulfilling that requirement may then be nominated at that meeting or prior to the election at the March meeting.

Section 3: Nominations from the floor for elective officers may be made at the March general membership meeting preceding the election of each respective officer provided such nominations are in compliance with the provisions of the Bylaws. Nominations from the floor require the prior consent of the nominee.

Section 4: Elections will be held at the March meeting in this manner:

A. Each position will be voted on separately in the following order:

President

1st Vice President

2nd Vice President

3rd Vice President

4th Vice President

Secretary

Treasurer

B. The nominees for each position will be stated. In the event of a single nominee, a majority voice vote or show of hands will elect. In the event of two nominees, election will be by secret ballot with a simple majority electing. In case of three nominees, there will be a secret ballot with the two top candidates opposing each other in a subsequent secret ballot election.

Article IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised,

shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

Article X – AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting, provided the proposed amendment has been submitted in writing to all members and read at the last regular meeting of the Association prior to the meeting at which it is put to a vote.